

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**Attendance Warning Letter (25 missed lessons)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This notice is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student) is still failing to meet course requirements despite numerous attempts by the school to support your them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) has now missed 25 lessons in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject) and is not meeting course requirements. A second official warning letter has been issued (see attachment). If your child fails to complete the outstanding work and attend classes they will be eligible for an N-Determination. It is necessary to arrange a meeting between the student/caregiver/teacher/executive/principal to discuss this matter.

Please sign and return to the school the attached form. Should you have any questions about this, please contact the school coordinator, course teacher or Head Teacher / Principal as soon as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator ( \_\_\_\_\_\_\_\_ ) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal /H. Teacher ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF POOR ATTENDANCE**

I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) has missed 25 lessons and is not meeting course requirements in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). I understand a second warning letter has been issued which may result in my child receiving an N-Determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date